



Town of North Hempstead

Department of Building Safety Inspection and Enforcement

210 Plandome Road, Manhasset, NY 11030-2327

Tel. (516) 869-6311 Fax. (516) 869-7662

www.northhempsteadny.gov

APPLICATION FOR FLOODPLAIN DEVELOPMENT PERMIT FOR DEMOLITION

REQUIREMENTS SHEET

Refer to §2-9 and 21-12. of the Code of the Town Of North Hempstead

All Applications for a Demolition Permit shall include the following documentation:

1. Three (3) copies of the completed Application for Demolition Permit.
2. Two (2) copies of a legal survey of property showing the location of all of the structure(s) to be removed with spot elevations and topographic information adequate to provide preexisting elevation information for any new structure that will be located on the property. Survey shall indicate spot elevations as noted herein:
 - a. At each corner of the structure(s) to be demolished.
 - b. At each change in direction of the property line.
 - c. A minimum of every 25' along each length of the property line.
3. Photographs of all of the elevations of the building(s) to be demolished.
4. LIPA letter(s) of disconnect (gas and/or electric as required). *
5. Water District letter of disconnect. *
6. Sewer District letter of disconnect. *
7. Nassau County Department of Health Certificate of Rodent Free Inspection (expires 10 days from issuance). *
8. Contractor insurance forms. *
 - a. Liability Insurance naming the Town of North Hempstead as certificate holder.
 - b. Workers' Compensation Insurance:
 - i. C-105.2 (private insurance), naming the Town of North Hempstead as certificate holder.
 - ii. U-26.3 (from the State Insurance Fund), naming the Town of North Hempstead as certificate holder. For DEMOLITION, this form must specifically name or identify the address of property covered for demolition.
 - iii. SI-12 (self-insurance) does not name a certificate holder.
 - iv. GSI-105.2 (certificate of participation in WC Group self insurance), naming the Town of North Hempstead as certificate holder.
 - c. CE-200 (exemption from WC and Disability). Must be submitted for each separate job or location of work.
 - d. Disability Insurance:
 - i. State of New York Workers Compensation Board form DB-120.1 (private insurance).
 - ii. DB-155 (self insurance) does not name a certificate holder.
9. For legalization projects Legalization of Existing Construction Supplemental Form.
10. Two (2) copies of project documentation as specified in Section 21-12 B of the Code of the Town of North Hempstead.

Continued on back

11. Demolition Permit fee:

Residential one and two family:	\$250 for a building or structure or part thereof
Residential multifamily	\$250 for a building or 'structure or part thereof
Residential accessory structure	\$150 for a building or structure or part thereof
Commercial	\$350 for a building or structure or part thereof. If the demolition is a necessary part of an alteration or which a permit has been issued, no additional fee shall be required.
Commercial accessory structure	\$250 for a building or structure or part thereof. If the demolition is a necessary part of an alteration for which a permit has been issued no additional fee shall be required
Mixed Use	\$350 for a building or structure or part thereof. If the demolition is a necessary part of an alteration for which a demolition is a no additional fee shall be required.

12. Floodplain Permit fee: Applications for a floodplain development permit shall be accompanied by an application fee in the amount indicated in the Town of North Hempstead Fee Schedule. In addition, the applicant shall be responsible for reimbursing the Town of North Hempstead for any additional costs necessary for review, inspection, and approval of the project. The Local Administrator may require a deposit of no more than \$500 to cover these additional costs.

* Item not required to be submitted at the time of filing. Forms and information shall be required prior to issuance of a building permit.

Applicant shall provide complete information on all forms. Do not leave any item blank. Incomplete applications will not be accepted for filing.



Application Number: _____

Permit Number _____

Certificate Number _____

Town of North Hempstead

Department of Building Safety Inspection and Enforcement

210 Plandome Road, Manhasset, NY 11030-2327

Tel. (516) 869-6311 Fax. (516) 869-7662

www.northhempsteadny.gov

APPLICATION FOR FLOODPLAIN DEVELOPMENT PERMIT FOR DEMOLITION

Issued Pursuant to §2-9 and 21-12 of the Code of the Town Of North Hempstead

Residential Structure

Commercial Structure

Accessory Structure

Section: _____ **Block:** _____ **Lot(s):** _____ **Date:** _____

Address of Permit Activity:

Street: _____ **City:** _____ **State:** _____ **Zip:** _____

Owners Information:

Last: _____ **First:** _____ **Corporation:** _____

Street: _____ **City:** _____ **State:** _____ **Zip:** _____

Telephone Number: _____ **Fax Number:** _____

Cell Phone Number: _____ **E-mail Address** _____

Applicant's Information:

Street: _____ **City:** _____ **State:** _____ **Zip:** _____

Telephone Number: _____ **Fax Number:** _____

Cell Phone Number: _____ **E-mail Address** _____

Location of Permit Activity: _____ Feet, _____ of _____

Description of Work: _____

This permit is issued subject to the following conditions:

- 1- Contractor shall contact the building inspector prior to the commencement of any demolition activity.
- 2- Demolition debris shall be removed from the site promptly and shall be disposed of at an approved site for the material in question.
- 3- Appropriate mitigation measures shall be employed before, during and after the demolition to control the generation of fugitive dust, storm water run-off and erosion.
- 4- A suitable construction fence shall be erected and maintained around the perimeter of the premises before, during and after the demolition process to be removed only upon approval of the Commissioner of Buildings or his authorized representative.

Contractor's Information: Corporation: _____

Last: _____ **First:** _____ **License Number:** _____

Street: _____ **City:** _____ **State:** _____ **Zip:** _____

Telephone Number: _____ **Fax Number:** _____

FOR OFFICIAL USE ONLY

No errors, omissions, or oversights on the part of the Plans Examiner shall release the design professional, applicant and/or owner of the responsibility to comply with all requirements of the New York State Building Code, the Laws of the Town of North Hempstead, and all other applicable codes and standards having authority over the work.



Town of North Hempstead

Department of Building, Safety Inspection, and Enforcement
210 Plandome Road, P.O. Box 3000, Manhasset, NY 11030-2327
Tel. (516) 869-6311 Fax. (516) 869-7662

www.northhempsteadny.gov

APPLICATION No. _____
(For Official Use Only)

OWNER'S AFFIRMATION FORM

***** PLEASE READ CAREFULLY *****

[Required for submission with ALL Building Permit Applications.]

I (we) hereby certify that:

- 1) I (we) agree to permit the Building/Plumbing Inspector and any officer or employee of the Town of North Hempstead (Inspector) to enter upon the premises in the discharge of their duties with this application.
- 2) Approved plans and a copy of the approved permit shall remain on the premises at all times until a Certificate of Occupancy / Completion / Approval / Existing Use is issued. These plans will be made available to the Inspector upon request. Should these plans not be available when the Inspector requests such plans, the inspector may stop work until the plans are made available.
- 3) Owner or his representative shall be responsible to arrange for all required inspections.
- 4) The Inspector shall be given a minimum **forty-eight (48) hours notice** to make the required inspection and no work shall continue without written authorization until such inspection has been completed and approved.
- 5) Owner or his representative shall be responsible for the presence of the appropriate to arrange for the required inspection as directed by the Building Inspector.
- 6) Permit shall expire three (3) months from the date of issuance unless construction is in progress. No work is to be started until permit has been received and posted by the owner / applicant. Commencement of any work prior to the receipt and posting of the permit will result in the assessment of quadruple fee penalties pursuant to §2-28 C(15) of the Code of the Town of North Hempstead
- 7) Work shall be permitted between the hours of 7:30 AM and 6:00 PM, Monday through Friday only.
- 8) Occupancy or Use of the premises without first obtaining all applicable Certificates of Occupancy, Completion or Approval is unlawful and may subject the owner of the premises to the penalties described in the Code of the Town of North Hempstead.

State of New York }
County of Nassau }

Please print - (property in name of): _____
depose and says that he/she resides at (current mailing address) _____

in that State of _____, that he/she is the owner in fee of all certain lots, parcels of land shown on the attached survey Section: _____, Block: _____, Lot(s): _____, situated, lying and being within the unincorporated area of the Town of North Hempstead; that I / We have read and understand items one (1) through eight (8) as herein stated, recognize that I / We is or are responsible for all activities occurring on the property, and that failure to comply with any of these items, notwithstanding any other items defined in the Code of the Town of North Hempstead, may result in the temporary suspension or permanent revocation of the permit(s) issued for construction on the premises in accordance with the Code of the Town of North Hempstead.

Signature of Owner: _____

Sworn to me this _____ day of _____ 20 _____

Signature of Notary Public _____



Application Number: _____

Permit Number _____

Certificate Number _____

Town of North Hempstead

Department of Building Safety Inspection and Enforcement

210 Plandome Road, Manhasset, NY 11030-2327

Tel. (516) 869-6311 Fax. (516) 869-7662

www.northhempsteadny.gov

APPLICATION FOR FLOODPLAIN DEVELOPMENT PERMIT FOR DEMOLITION

Issued Pursuant to §2-9 and 21-12 of the Code of the Town Of North Hempstead

Residential Structure

Commercial Structure

Accessory Structure

Section: _____ **Block:** _____ **Lot(s):** _____ **Date:** _____

Address of Permit Activity:

Street: _____ **City:** _____ **State:** _____ **Zip:** _____

Owners Information:

Last: _____ **First:** _____ **Corporation:** _____

Street: _____ **City:** _____ **State:** _____ **Zip:** _____

Telephone Number: _____ **Fax Number:** _____

Cell Phone Number: _____ **E-mail Address** _____

Applicant's Information:

Street: _____ **City:** _____ **State:** _____ **Zip:** _____

Telephone Number: _____ **Fax Number:** _____

Cell Phone Number: _____ **E-mail Address** _____

Location of Permit Activity: _____ Feet, _____ of _____

Description of Work: _____

This permit is issued subject to the following conditions:

- 1- Contractor shall contact the building inspector prior to the commencement of any demolition activity.
- 2- Demolition debris shall be removed from the site promptly and shall be disposed of at an approved site for the material in question.
- 3- Appropriate mitigation measures shall be employed before, during and after the demolition to control the generation of fugitive dust, storm water run-off and erosion.
- 4- A suitable construction fence shall be erected and maintained around the perimeter of the premises before, during and after the demolition process to be removed only upon approval of the Commissioner of Buildings or his authorized representative.

Contractor's Information: Corporation: _____

Last: _____ **First:** _____ **License Number:** _____

Street: _____ **City:** _____ **State:** _____ **Zip:** _____

Telephone Number: _____ **Fax Number:** _____

FOR OFFICIAL USE ONLY

No errors, omissions, or oversights on the part of the Plans Examiner shall release the design professional, applicant and/or owner of the responsibility to comply with all requirements of the New York State Building Code, the Laws of the Town of North Hempstead, and all other applicable codes and standards having authority over the work.



Town of North Hempstead

Department of Building, Safety Inspection, and Enforcement
210 Plandome Road, P.O. Box 3000, Manhasset, NY 11030-2327
Tel. (516) 869-6311 Fax. (516) 869-7662

www.northhempsteadny.gov

APPLICATION No. _____
(For Official Use Only)

OWNER'S AFFIRMATION FORM

***** PLEASE READ CAREFULLY *****

[Required for submission with ALL Building Permit Applications.]

I (we) hereby certify that:

- 1) I (we) agree to permit the Building/Plumbing Inspector and any officer or employee of the Town of North Hempstead (Inspector) to enter upon the premises in the discharge of their duties with this application.
- 2) Approved plans and a copy of the approved permit shall remain on the premises at all times until a Certificate of Occupancy / Completion / Approval / Existing Use is issued. These plans will be made available to the Inspector upon request. Should these plans not be available when the Inspector requests such plans, the inspector may stop work until the plans are made available.
- 3) Owner or his representative shall be responsible to arrange for all required inspections.
- 4) The Inspector shall be given a minimum **forty-eight (48) hours notice** to make the required inspection and no work shall continue without written authorization until such inspection has been completed and approved.
- 5) Owner or his representative shall be responsible for the presence of the appropriate to arrange for the required inspection as directed by the Building Inspector.
- 6) Permit shall expire three (3) months from the date of issuance unless construction is in progress. No work is to be started until permit has been received and posted by the owner / applicant. Commencement of any work prior to the receipt and posting of the permit will result in the assessment of quadruple fee penalties pursuant to §2-28 C(15) of the Code of the Town of North Hempstead
- 7) Work shall be permitted between the hours of 7:30 AM and 6:00 PM, Monday through Friday only.
- 8) Occupancy or Use of the premises without first obtaining all applicable Certificates of Occupancy, Completion or Approval is unlawful and may subject the owner of the premises to the penalties described in the Code of the Town of North Hempstead.

State of New York }
County of Nassau }

Please print - (property in name of): _____
depose and says that he/she resides at (current mailing address) _____

in that State of _____, that he/she is the owner in fee of all certain lots, parcels of land shown on the attached survey Section: _____, Block: _____, Lot(s): _____, situated, lying and being within the unincorporated area of the Town of North Hempstead; that I / We have read and understand items one (1) through eight (8) as herein stated, recognize that I / We is or are responsible for all activities occurring on the property, and that failure to comply with any of these items, notwithstanding any other items defined in the Code of the Town of North Hempstead, may result in the temporary suspension or permanent revocation of the permit(s) issued for construction on the premises in accordance with the Code of the Town of North Hempstead.

Signature of Owner: _____

Sworn to me this _____ day of _____ 20 _____

Signature of Notary Public _____



Application Number: _____

Permit Number _____

Certificate Number _____

Town of North Hempstead

Department of Building Safety Inspection and Enforcement

210 Plandome Road, Manhasset, NY 11030-2327

Tel. (516) 869-6311 Fax. (516) 869-7662

www.northhempsteadny.gov

APPLICATION FOR FLOODPLAIN DEVELOPMENT PERMIT FOR DEMOLITION

Issued Pursuant to §2-9 and 21-12 of the Code of the Town Of North Hempstead

Residential Structure

Commercial Structure

Accessory Structure

Section: _____ **Block:** _____ **Lot(s):** _____ **Date:** _____

Address of Permit Activity:

Street: _____ **City:** _____ **State:** _____ **Zip:** _____

Owners Information:

Last: _____ **First:** _____ **Corporation:** _____

Street: _____ **City:** _____ **State:** _____ **Zip:** _____

Telephone Number: _____ **Fax Number:** _____

Cell Phone Number: _____ **E-mail Address** _____

Applicant's Information:

Street: _____ **City:** _____ **State:** _____ **Zip:** _____

Telephone Number: _____ **Fax Number:** _____

Cell Phone Number: _____ **E-mail Address** _____

Location of Permit Activity: _____ Feet, _____ of _____

Description of Work: _____

This permit is issued subject to the following conditions:

- 1- Contractor shall contact the building inspector prior to the commencement of any demolition activity.
- 2- Demolition debris shall be removed from the site promptly and shall be disposed of at an approved site for the material in question.
- 3- Appropriate mitigation measures shall be employed before, during and after the demolition to control the generation of fugitive dust, storm water run-off and erosion.
- 4- A suitable construction fence shall be erected and maintained around the perimeter of the premises before, during and after the demolition process to be removed only upon approval of the Commissioner of Buildings or his authorized representative.

Contractor's Information: Corporation: _____

Last: _____ **First:** _____ **License Number:** _____

Street: _____ **City:** _____ **State:** _____ **Zip:** _____

Telephone Number: _____ **Fax Number:** _____

FOR OFFICIAL USE ONLY

No errors, omissions, or oversights on the part of the Plans Examiner shall release the design professional, applicant and/or owner of the responsibility to comply with all requirements of the New York State Building Code, the Laws of the Town of North Hempstead, and all other applicable codes and standards having authority over the work.



Town of North Hempstead

Department of Building, Safety Inspection, and Enforcement
210 Plandome Road, P.O. Box 3000, Manhasset, NY 11030-2327
Tel. (516) 869-6311 Fax. (516) 869-7662

www.northhempsteadny.gov

APPLICATION No. _____
(For Official Use Only)

OWNER'S AFFIRMATION FORM

***** PLEASE READ CAREFULLY *****

[Required for submission with ALL Building Permit Applications.]

I (we) hereby certify that:

- 1) I (we) agree to permit the Building/Plumbing Inspector and any officer or employee of the Town of North Hempstead (Inspector) to enter upon the premises in the discharge of their duties with this application.
- 2) Approved plans and a copy of the approved permit shall remain on the premises at all times until a Certificate of Occupancy / Completion / Approval / Existing Use is issued. These plans will be made available to the Inspector upon request. Should these plans not be available when the Inspector requests such plans, the inspector may stop work until the plans are made available.
- 3) Owner or his representative shall be responsible to arrange for all required inspections.
- 4) The Inspector shall be given a minimum **forty-eight (48) hours notice** to make the required inspection and no work shall continue without written authorization until such inspection has been completed and approved.
- 5) Owner or his representative shall be responsible for the presence of the appropriate to arrange for the required inspection as directed by the Building Inspector.
- 6) Permit shall expire three (3) months from the date of issuance unless construction is in progress. No work is to be started until permit has been received and posted by the owner / applicant. Commencement of any work prior to the receipt and posting of the permit will result in the assessment of quadruple fee penalties pursuant to §2-28 C(15) of the Code of the Town of North Hempstead
- 7) Work shall be permitted between the hours of 7:30 AM and 6:00 PM, Monday through Friday only.
- 8) Occupancy or Use of the premises without first obtaining all applicable Certificates of Occupancy, Completion or Approval is unlawful and may subject the owner of the premises to the penalties described in the Code of the Town of North Hempstead.

State of New York }
County of Nassau }

Please print - (property in name of): _____
depose and says that he/she resides at (current mailing address) _____

in that State of _____, that he/she is the owner in fee of all certain lots, parcels of land shown on the attached survey Section: _____, Block: _____, Lot(s): _____, situated, lying and being within the unincorporated area of the Town of North Hempstead; that I / We have read and understand items one (1) through eight (8) as herein stated, recognize that I / We is or are responsible for all activities occurring on the property, and that failure to comply with any of these items, notwithstanding any other items defined in the Code of the Town of North Hempstead, may result in the temporary suspension or permanent revocation of the permit(s) issued for construction on the premises in accordance with the Code of the Town of North Hempstead.

Signature of Owner: _____

Sworn to me this _____ day of _____ 20 _____

Signature of Notary Public _____



Town of North Hempstead
Department of Building Safety Inspection and Enforcement
210 Plandome Road, Manhasset, NY 11030-2327
Tel. (516) 869-6311 Fax. (516) 869-7662
www.northhempsteadny.gov

Application Number: _____

CONTRACTOR LIST

Section: _____ Block: _____ Lot(s): _____

Address of Permit Activity:

Street: _____ City: _____
State: _____ Zip: _____

GENERAL CONTRACTOR:

Corporation Name: _____
Last: _____ First: _____
Street: _____ City: _____
State: _____ Zip: _____ License Number: _____
Telephone Number: _____ Fax Number: _____

PLUMBING CONTRACTOR:

Corporation Name: _____
Last: _____ First: _____
Street: _____ City: _____
State: _____ Zip: _____ License Number: _____
Telephone Number: _____ Fax Number: _____

ELECTRICAL CONTRACTOR:

Corporation Name: _____
Last: _____ First: _____
Street: _____ City: _____
State: _____ Zip: _____ License Number: _____
Telephone Number: _____ Fax Number: _____

OTHER CONTRACTOR:

Corporation Name: _____
Last: _____ First: _____
Street: _____ City: _____
State: _____ Zip: _____ License Number: _____
Telephone Number: _____ Fax Number: _____